

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – September 11, 2018 2:00 P.M.

A regular monthly meeting of the Knox County Commission was held on Tuesday, September 11, 2018, at 2:00 P.M., at the county courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Carol L. Maines, Commissioner District #1, Richard L. Parent, Commissioner District 2 and Sharon L. Pohlman, Commissioner District #3.

County staff present included: County Administrator Andrew Hart and Administrative Assistant Wendy Galvin, Airport Manager Jeffrey Northgraves, Finance Director Kathy Robinson, Michael Dean IT Administrator, Jail Administrator John Hinkley and Sheriff Donna Dennison.

Absent: *Chief Deputy Tim Carroll, Lieutenant Patrick Polky, Director Linwood Lothrop and Assistant Director Wally Tower.*

Others in Attendance: Dr. Ira Mandel, Wanese Lynch of James W. Wadman Audit Services, Dorothy Meriweather of Spruce Head and Travis Wilson of Wilson Construction.

Regular Meeting – Agenda

Tuesday – September 11, 2018 – 2:00 P.M.

2:00 Meeting Called To Order

II. 2:01 Presentation

1. Presentation of the Knox County Audit for the Year Ending December 31, 2017.

III. 2:10 Public Comment - Public Comment during other portions of the meeting will only be granted by permission of the chair.

IV. 2:25 Consent Items

1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of August 14, 2018.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.

V. 2:30 Action Items

1. Act on Appointment to the Knox County Board of Assessment Review.
2. Act to Award the Snow Removal, Sanding, & Hand Shoveling/Snow Blowing Bids for the Knox County Courthouse, Knox County Public Safety Building, and Knox County Regional Airport, and the Snow Removal and Sanding Bid for the Knox County Jail for 2018-2019, 2019-2020, and 2020-2021.
3. Act to Award the Mowing, Trimming, Lawn Care, and Landscaping Maintenance Bids for the Knox County Courthouse and Knox County Public Safety Building for 2019, 2020, and 2021.
4. Act on Approval of the Transfer of Forfeited Assets in the form of \$1,054.68.00 (*or any portion thereof*) to Knox County in the *State of Maine v. Chamara Cox*.
5. Approve and Authorize the Chair to sign a Concessionaire Agreement with John Newcomb to provide flight instruction at the airport.
6. Approve and Authorize the Chair to sign a 'Request for Lease Assignment' and 'Consent and Assignment' transferring Hangar 42 lease from Richard Parsons to Jared Schmelzer.
7. Act to Authorize the Chair to Execute the Consent and Assignment Document Transferring the Lease Agreement on Hangar #42 From Richard Parsons to Jared Schmelzer.

VI. 2:50 Discussion Items

1. Update on Jail Security Electronics Control Project Update.
2. Update on Cupola Copper Roof/Downspout Replacement Project.
3. Update on Jail HVAC Repair/Replacement Project.

VII. 3:00 Other Business

VIII. 3:05 Executive Session

1. Convene in Executive Session to Discuss Acquisition of Real Property Pursuant to 1 M.R.S.A §405(6) (C).

IX. Adjourn

I. Meeting Called to Order

Commission Maines called the special meeting of the Knox County Commission to order at 2:00 P.M.

II. Presentation:

1. Presentation of the Knox County Audit for the Year Ending December 31, 2017.
Audit information for 2017 is available upon request.

III. Public Comment:

Public Comment during other portions of the meeting will only be granted by permission of the chair.

None.

IV. Consent Items:**1. Approve Consent Items as Presented:**

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- ii. Minutes of Regular Commission Meeting of August 14, 2018.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals.

- *A motion was made by Commissioner Parent to approve the consent items as presented. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

V. Action Items:**1. Act on Appointment to the Knox County Board of Assessment Review.**

Knox County Board of Assessment Review's member, Rodney Painter, submitted his resignation effective Friday August 3, 2018. Thomas Laurent, who is currently residing in Rockport and has served on the Camden Zoning Board for ten (10) years, has expressed interest in serving on the Board of Assessment Review. The Board's Chair, Marian Robinson, highly recommends Thomas Laurent to serve on the Board.

- *A motion was made by Commissioner Parent to Act on Appointment to the Knox County Board of Assessment Review to appoint Thomas Laurent to the Board of Assessment Review. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

2. Act to Award the Snow Removal, Sanding, & Hand Shoveling/Snow Blowing Bids for the Knox County Courthouse, Knox County Public Safety Building, and Knox County Regional Airport and the Snow Removal and Sanding Bid for the Knox County Jail for 2018-2019, 2019-2020 and 2020-2021.

The County went out to bid for snow removal, sanding, hand shoveling, and snow blowing services for the Knox County Courthouse, Knox County Public Safety Building, and the Knox County Regional Airport, and for snow removal and sanding for the Knox County Jail for the next three winter seasons. The RFP was sent to eight (8) local vendors. A mandatory pre-bid meeting was held on Thursday August 23rd. Bids were opened on Thursday September 6th.

- *A motion was made by Commissioner Parent to Award the Snow Removal, Sanding, & Hand Shoveling/Snow Blowing Bids for the Knox County Courthouse, Knox County Public Safety Building, and Knox County Regional Airport and the Snow Removal and Sanding Bid for the Knox County Jail for 2018-2019 winter season to Wilson Constuction for \$25,300, which could be extended for two (2) more winter seasons contingent on performance for the same price as year one (1). The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

3. Act to Award the Mowing, Trimming, Lawn Care, and Landscaping Maintenance Bids for the Knox County Courthouse and Knox County Public Safety Building for 2019, 2020, and 2021.

The County went out to bid for mowing, trimming, lawn care, and landscaping maintenance for the Knox County Courthouse and Knox County Public Safety Building for the next three (3) years. The RFP was sent to 8 local vendors. A mandatory pre-bid meeting was held on Thursday August 23rd. Bids were opened on Thursday September 6th. The bid was awarded to Wilson Construction for one (1) year based on performance, and may include an additional two (2) years.

- *A motion was made by Commissioner Pohlman to Act to Award the Mowing, Trimming, Lawn Care, and Landscaping Maintenance Bids for the 2019 spring/summer season to Wilson Construction for \$7,800, which could be extended for two (2) more spring/summer seasons contingent on performance for the same price as year one (1). The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

4. Act to Approve the Transfer of Forfeited Assets in the form of \$1,054.68 (or any portion thereof) to Knox County in the State of Maine v. Chamara Cox.

This approval of this transfer, which will be signed by the Chair, allows the State to be able to transfer the above stated assets. By signing and returning the approval letter to the State, this does not guarantee that the County will receive the assets, in whole or in part, but lets the State's Attorney General's Office know that the County will accept the funds if offered.

- *A motion was made by Commissioner Pohlman to Act to Approve the Transfer of Forfeited Assets in the form of \$1,054.68 (or any portion thereof) to Knox County in the State of Maine v. Chamara Cox. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

5. Act to Approve Contract Between Knox County and the Town of Vinalhaven for Sheriff's Deputy Services for the Contract Year July 1, 2018 to June 30, 2019.

This is a renewal of the existing contract for providing Sheriff's Deputy Services to the Town of Vinalhaven. We have a draft and only changes are a few date changes.

- *A motion was made by Commissioner Parent to Act to Approve Contract Between Knox County and the Town of Vinalhaven for Sheriff's Deputy Services for the Contract Year July 1, 2018 to June 30, 2019. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

6. Act to Approve and Authorize the Chair to sign a Concessionaire Agreement with John Newcomb to provide flight instruction at the Airport.

The primary reasons for these agreements are to insure the instructor has appropriate certificates to instruct, but more importantly, they have liability insurance to cover themselves and the County. John Newcomb would be the 4th instructor to have an agreement with the County.

The Agreement is required for maintenance and flight instruction.

- *A motion was made by Commissioner Pohlman to Act to Approve and Authorize the Chair to sign a Concessionaire Agreement with John Newcomb to Provide Flight Instruction at the Airport. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

7. Act to Authorize the Chair to Execute the Consent and Assignment Document Transferring the Lease Agreement of Hangar #42 From Richard Parsons to Jared Schmelzer.

Mr. Parsons has sold his hangar to Jared Schmelzer. The sale has closed, so the Consent Assignment document is required to transfer the lease agreement for the land the hangar sits on to

Mr. Schmeizler. This request is for the Commission to authorize the Chair to execute the consent and assignment document therefore approving transferring the lease agreement of the Hangar #42 lease.

- *A motion was made by Commissioner Parent to Act to Authorize the Chair to Execute the Consent and Assignment Document Transferring the Lease Agreement of Hangar #42 From Richard Parsons to Jared Schmelzer. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

VI. Discussion Items:

1. Update on the Jail inmate medical process Update.

QCCH is the only company which placed a bid. This contract would be valid for three (3) years.

2. Update on Jail HVAC project.

There was discussion with SMRT, and are waiting for an estimate.

3. Update on the Courthouse HVAC Repair/Replacement Project.

Next week the chiller will be shut down and the cooling to the facility. The system will be drained on Monday, and start with a multiple chilled water tie-ins. Once the tie-ins are completed, we will be filling the system, and verifying that there are no leaks. Once this is completed we will drain the system again, and fill it with a water and glycol mixture.

The following week, on Monday the 24th, the startup on the boiler and the heating system will be performed. Following the startup and operation of the heating system, we will then be performing a startup on the chiller. The end of the week of September 24th, we are anticipating having both systems operational.

VII. Other Business:

- Administrator Hart reminded all there will be SHAPE Recertification on Thursday, September 13th, and Mary Matthews will be visiting all departments.
- Finance Director Robinson and Administrator Hart will be starting the Department Budget Review on Monday, September 17th. There will be a Special Commission Meeting held on September 28th at 9:00 A.M. for the Commissioners to hear about each department budget proposal.
- Jail roof is supposed to start on Thursday, September 13th (weather permitting). This roof project should take a week or so to complete.

VIII. Executive Session

1. Convene in Executive Session to Discuss Acquisition of Real Property Pursuant to 1 M.R.S.A. §405(6) (C)

- *A motion was made by Commissioner Parent to Convene in Executive Session to Discuss Acquisition of Real Property Pursuant to 1 M.R.S.A. §405(6) (C). The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

The executive session convened at 2:58 P.M.

The executive session concluded at 3:25 P.M.

XI. Adjourn

- *A motion was made by Commissioner Parent to adjourn the meeting. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

The meeting adjourned at 3:26 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on October 9, 2018.